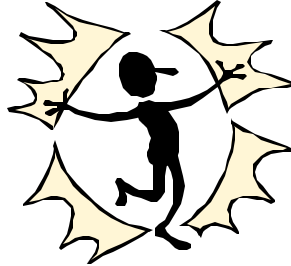


# CONDUCTING EFFECTIVE MEETINGS

Plan, Conduct, and Follow-up



During this one-day workshop, we will :

- Discuss the benefits and consequences of meetings
- Explain the three-step process for conducting effective meetings
- Provide techniques and strategies to ensure productivity
- Write a meeting notice and agenda
- Conduct a mock meeting

**Visit our website at  
[www.state.il.us/cms/2\\_servicese\\_edu/](http://www.state.il.us/cms/2_servicese_edu/)  
and click on the “Course Schedule”  
link for current class dates, times, and  
locations.**

**PLEASE BE AWARE THAT ALL ATTENDEES  
WILL BE PARTICIPATING IN A ROLE-  
PLAYING EXERCISE**

Reserve your place for this workshop by  
contacting your training coordinator or  
faxing your registration form to:

Central Management Services  
Agency Training Section  
FAX # (217) 558-0048

Please note! Registration closes seven  
calendar days prior to each class.  
Because seating is limited, register early.  
Classes with less than ten registrants will  
be canceled.

CMS/Bureau of Personnel  
Technical Services &  
Agency Training and Development  
Larry Plummer, Division Manager  
Bonnie Craig, Section Manager  
500 Stratton Office Building  
Springfield, IL 62706  
(217) 524-8700